Shawano County 4-H Record Book Guidelines

Overall Book
- **<u>Should be completed by you,</u>** not your parents. If there is a reason parents must help with the writing, please include a short note in the front of the book to explain. If this is absolutely necessary, the member should at least be telling you what to write IN THEIR WORDS.
- **<u>Neatness counts</u>**
  - Use the same type of pen, pencil or typing throughout your book.
  - Check your spelling
- **<u>Suggestions for a good book</u>**
  - Please use your page space wisely by putting more than one picture on a page. And yes, you can use both sides of the paper if it makes sense to do so.
  - Tab and/or dividers pages are very helpful (but optional)
  - Do not use page protectors or items such as ribbons, certificates, letters, entry tags, programs, etc.
  - Leave out activities that you DID NOT participate in.

Member Activity Form
- Again, list only the activities <u>you participated in,</u> not what your club did if you did not participate.
- You can also add a story here for your overall 4-H experience here. (optional)

Community Service:
- If you wish to be considered for the Community Service award it is recommended that you include a section marked as such and place it directly behind your activity page. This section also ties to the overall youth leadership and community service award given at the 4-H Experience.

Project Goals and Achievement Record
- This record must be included for EACH project you <u>enrolled</u> in, even if you did not complete your project.
- This form must be complete. It is recommended that you include at least 2 goals if you are in 8th grade or younger and 3 goals if you are in 9th grade or older. Be sure to explain in detail what you did learn and do in your projects.
- It is very helpful to you to write your goals at the beginning of the year. Why did you enroll in the project? What do you hope to learn or improve? That will help you avoid the trap of writing "I would like to earn a blue ribbon at the fair" only to be followed by "I did not because…" What was the skill you wanted to learn or perfect? Remember the goal should be something YOU can do, not what a judge gives you because of what you did.

Project Record
- Each project has their own project record. Be sure to complete all sections of this record. Fill in with N/A if not applicable to you. What is recorded must be the current year's work, except if you have an animal project with lifetime animal records (dairy, goats)
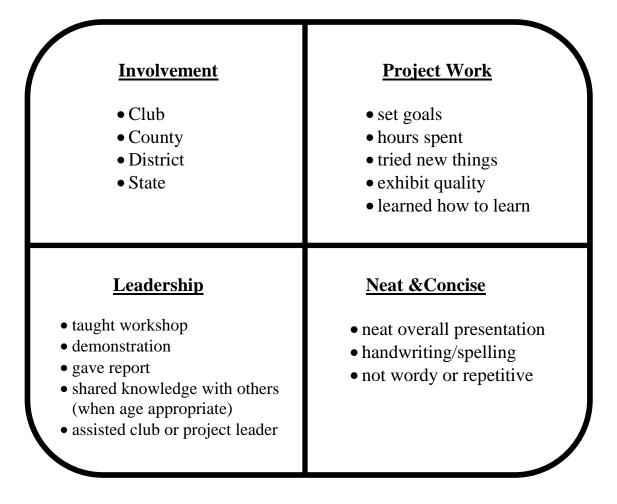
Supplemental Pages
- Feel free to add a story, newspaper clippings, and/or pictures that help document your participation in your project work and what you accomplished this past year.

Order of Pages
1. Cover - be sure to complete all information
2. Picture Page – may be decorated. Parent must sign before you submit and your club leader will sign when you submit the book to them. The grade you list there should be your age as of January 1 of the current year.
3. 4-H Activity Record
4. Pictures and news clippings related to club and county activities (optional)
5. Community Service section (optional)
6. **Project Goals and Achievement Record – one per project and/or unit
7. **Project Record Sheet
8. **Financial Record (optional, except in Livestock as this is a required portion of your record)
9. **Project Story (optional)
10. **Photos and/or newsclippings (optional)

   **Repeat for each project and unit you enrolled in. For members who enrolled in Naturespace, Shooting Sports, and Horticulture and took more than one unit

Record Book Evaluation Criteria

Involvement	**Project Work**
• Club • County • District • State	• set goals • hours spent • tried new things • exhibit quality • learned how to learn
Leadership	**Neat &Concise**
• taught workshop • demonstration • gave report • shared knowledge with others (when age appropriate) • assisted club or project leader	• neat overall presentation • handwriting/spelling • not wordy or repetitive

Remember that your record book should tell <u>what you have planned</u> and <u>what you have learned</u> in your <u>4-H</u> activities and in each of the projects you enrolled in at the beginning of the year. We encourage you to be creative and develop the kind of 4-H record book that is most meaningful to you. The purpose of records is to keep an account of what you have done, how you have done it, and an evaluation of how it might have been done better. Also, as a side note, as you get old enough to apply for awards, scholarships and jobs, having a solid record book provides you with a great resource to refer to when filling out applications. You will soon discover, if you haven't already, that record keeping is a part of life.

If you wish to see an exact listing of what each project is needed and what is accepted as optional, you can find this listing online at: https://fyi.extension.wisc.edu/shawano4h/record-book-info/

You can get all the necessary forms from your club leader, the Extension-Shawano County office or online at https://fyi.extension.wisc.edu/shawano4h/record-book-info/. If you scroll to the bottom of that page, all individual project pages are listed and downloadable as fillable pdf's.